

# The Licensing Court Application for a **CLUB REGISTRATION ORDER**

This form should be completed in conjunction with the Guidance Document available on the Court's Website

Please complete this form carefully and completely. Failure to do so may result in the refusal, or adjournment, of your application. Please use BLOCK CAPITALS or type where necessary.

## Club Registration Order

This is an application to:

- Transfer an existing Registration Order
- Renew an existing Registration Order
- Grant a new Registration Order

## Section A – Contact, Address and Premises

**A1:** Name of Premises

**A2:** Postal Address   
  
  
Postcode

**A3:** Telephone Number

**A4:** Email Address

**A5:** Have the premises had a club registration order prior to this application? Yes  No

**A6:** What is the rateable value of the premises?

**A7:** Who is the intended Secretary?

**B1:** Does your premises hold / propose to hold a Section 55 order permitting entertainment to take place on the premises? Yes  No

**B2:** What form of entertainment will take place on the premises?

- Background Music only**
- Live music and singing including Amplified Music**
- Dancing**
- Amplified live music (Karaoke / Bands)**
- Amplified music and singing (disco)**
- Other: e.g. Exotic Dancing or Adult Entertainment (specify below)**

**B3:** During what times is entertainment permitted / proposed to be permitted?

<b>Monday</b>	From	Until
<b>Tuesday</b>	From	Until
<b>Wednesday</b>	From	Until
<b>Thursday</b>	From	Until
<b>Friday</b>	From	Until
<b>Saturday</b>	From	Until
<b>Sunday</b>	From	Until

**B4:** Are the hours given in B3 the same as those stated in your current orders or rules approved by the court? Yes  No

**B5:** Has the club registered with the performing rights society for the entertainment that you provide / propose to provide? Yes  No

**B6:** Has the club a Phonographic Performance Limited Licence for the entertainment that you provide / will provide? Yes  No

**B7:** Does the club propose to show live televised sporting events? Yes  No

**B8:** Is there provision / proposed to be provision for the playing of pool snooker or darts? Yes  No

Section C – Registered Club Membership

**C1:** Can you confirm this club is run by a committee elected by the Members?

Yes  No

**C2:** Are regular meetings held?

Yes  No

**C3:** Are the meetings of the committee minuted?

Yes  No

**C4:** How many current members does the club have?

**C5:** What is the function or aim of the club?


**C6:** Has the function for which the club was established changed since the last grant of registration?

**If YES; give details below:**


**C7:** Is liquor intended to be supplied to members on the premises otherwise than by or on behalf of the club?

Yes  No

**C8:** Is any person to receive at the expense of the club any commission percentage or similar pay out, in relation to purchases of liquor?

Yes  No

**C9:** Is any person directly or indirectly to receive any fiscal advantage from the supply of liquor by or on behalf of members or guests?

Yes  No

**C10:** Are persons under the age of 19 permitted / proposed to be permitted membership to the club?

Yes  No

**C11:** Does the club intent to apply to the court during the next triennial period for the authorisation of the sale, supply and consumption of intoxicating liquor by persons other than members at a given occasion?

Yes  No

**C12:** Are members permitted / proposed to be permitted to bring guests into the club premises?

Yes  No

**If Yes; please specify under which rule:**


Section C—Registered Club Membership (Continued)

**C13:** Does the club keep records of guests and visitors? Yes  No

**C14:** Has there been any changes in the rules since the last granting of registration? Yes  No

**C15:** Is an application to be made at this session for the approval of rule changes? Yes  No

**C16:** What are the current / proposed / permitted hours for the supply / consumption of liquor by members?

<b>Monday</b>	From	Until
<b>Tuesday</b>	From	Until
<b>Wednesday</b>	From	Until
<b>Thursday</b>	From	Until
<b>Friday</b>	From	Until
<b>Saturday</b>	From	Until
<b>Sunday</b>	From	Until

**C17:** Are these hours the same as those stated in your current rules approved by the court? Yes  No

Section D—Licensing Environment

**D1:** Have you included plans of the proposed premises as part of your application? Yes  No

*These should be included in your application. As per the licensing Court Rules 1996, plans must be drawn by an engineer or an architect to a scale of no less than 1:50 with figured dimensions.*

**If No, please detail why below:**


**D2:** Do the plans lodged / provided with the All Island Licensing Courts accurately show the current layout of the premises or vessel, and are the areas designated for the supply / consumption / display or storage of liquor clearly defined? Yes  No

**D3:** Do the premises have / propose to have, facilities for outside drinking?

Yes  No

**If Yes,** Does this area have a valid Planning Approval?

Yes  No

**If Yes,** Is this clearly defined on the plans as per D2?

Yes  No

**D4:** Has your premises had an inspection by the Fire Safety Office in the last 3 Years?

Yes  No

**D5:** Has your premises been subject to any defect notice during the last Fire Safety Inspection Period?

Yes  No

**If Yes,** Please provide details


**D6:** What is the fire certificate number for the premises?

**D7:** Are the premises compliant with the current Fire Certificate issued?

Yes  No

**D8:** What are the current / proposed number of patrons permitted on your premises by the fire certificate?

**D9:** Do you have an evacuation plan for the premises, and are your staff trained and aware of the plan?

Yes  No

**D10:** Do the premises have or propose to have a dedicated smoking area?

Yes  No

**If YES,** please answer questions **D11 – D14**

**D11:** Does the area form part of a public highway or right of way, if so does the site have a valid planning approval?

Yes  No

**D12:** Does the area have cigarette butt containers secured to permanent fixing?

Yes  No

**D13:** Will the area be subject to a daily cleaning regime?

Yes  No

Section D—Licensing Environment (Continued)

**D14:** How will the area be monitored for patrons and the collection of glasses?


Section E—Operation of Premises

**E1:** Is the premises fitted with an operational CCTV system?

Yes  No

**E2:** Are staff trained in the operation of the CCTV system?  
(including downloading footage)

Yes  No

**E3:** Is your CCTV system compliant with the Isle of Man Constabulary's  
'CCTV systems within licensed premises' document?

Yes  No

**E4:** Do your cameras cover all points of entry?

Yes  No

**E5:** Where is your CCTV monitored from?

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**E6:** What is the retention time for the footage?

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Section F—Food

**F1:** Is food supplied / proposed to be supplied on the premises?

Yes  No

**If NO, please go to Section G**

**F2:** Have the persons who are / will be responsible for the preparation  
and serving of food undertaken / proposing to undertake certified  
training in food hygiene?

Yes  No

**F3:** Are you registered / proposed to be registered with Environmental Health  
as a food provider?

Yes  No

**F4:** Have the premises / vessel been visited and inspected by Environmental  
Health officers in the last 3 years?

Yes  No

The Isle of Man Licensing Forum Codes and Guidance Manual is available on the Court's Website and must be read-

<http://www.courts.im/formsandguidance/licensingforms.xml>

I confirm I have read and understand the contents of the above codes.

Yes  No

I confirm that all licensees / designated officials and staff members will follow the guidance of the above codes .

Yes  No

I confirm I have included: (all paperwork in duplicate)

Fee

I understand if this application is approved the contents of this form will be accepted by the court as condition of the licence. Section 9 (6) (a) Licensing Act 1995

Any undertaking given by the licence holder and accepted by the court shall be endorsed on the licence.

Section 9 (6) (b) Licensing Act 1995.

The information contained within this form is correct.

Print Name:

Position within organisation:

Telephone Number of applicant:

Signed:

Date:

Send the original to:

The Chairman of the All Island Licensing Court  
Summary Courts' Office  
Isle of Man Courts of Justice  
Deemsters Walk, Bucks Road  
DOUGLAS. IM1 3AR

and a copy to:

Isle of Man Constabulary  
Central Alcohol Unit  
3<sup>rd</sup> Floor, Murray House  
Mount Havelock  
DOUGLAS. IM12SF